

# **Drunk Driving Trust Fund (DDTF) Prevention, Education and Training Grant**



FY 2019 Request for Grant Applications

## ***Massachusetts Victim and Witness Assistance Board***

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The mission of MOVA is to empower all crime victims and witnesses in the Commonwealth of Massachusetts. MOVA strives to ensure access to equitable services, across the Commonwealth, which meet the unique needs of those impacted by crime through survivor-informed policy development, fund administration, training, and individual assistance.

# Massachusetts Office for Victim Assistance

## Drunk Driving Trust Fund Prevention, Education and Training Grant (DDTF PET) Request for Grant Applications (RGA)

**RGA File Name/Title:**

FY2019 DDTF PET Open Bid

**RGA File Number:**

2019DDTFPET

**Procuring Department:**

Massachusetts Office for Victim Assistance

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**Applicable Procurement Law**

MOVA adheres to 815 CMR 2.00, the Comptroller's policy for State Grants, Federal Sub-Grants and Subsidies (September 2014). Information pertaining to these procurement regulations may be found on the [comptroller's website](#).

**Expected Duration of Contract (initial duration and any options to renew)**

<b>Contract Duration</b>	<b>Number of Options</b>	<b>Number of Years</b>	<b>Instructions</b>
Initial Duration	n/a	One – July 1, 2018-June 30, 2019	Initial 1 year contract
Renewal Options	0	n/a	n/a
Total Maximum Contract Duration	n/a	1 year	n/a

RGA and all required forms can be downloaded from <https://www.COMMBUYS.com/bsa/>  
Or at [www.mass.gov/mova](http://www.mass.gov/mova)

**DDTF PET Grant**  
***FY2019 Request for Grant Applications***  
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## **Introduction**

The purpose of this procurement is to seek qualified applicants who provide prevention, education and/or training related to crashes caused by persons driving under the influence of drugs or alcohol (OUI).

The Massachusetts Office for Victim Assistance (MOVA), operates under the guidance of the Victim and Witness Assistance Board (VWAB). The VWAB is the designated state authority to administer funds from the Drunk Driving Trust Fund (DDTF). M.G.L. Chapter 10 Section 66 allows the VWAB to award funding to community-based programs and public agencies in the commonwealth to provide counseling and support services to victims, witnesses and their family members of crashes caused by persons driving under the influence of drugs or alcohol. The VWAB may also permit the allocation of funds for the purposes of impaired driving prevention, education and training services.

## **Eligibility**

Qualified vendors within the Commonwealth of Massachusetts who are interested in applying for DDTF funds must operate as a nonprofit with 501(c)(3) status, community-based organization or a public agency with a history of providing services to crime victims, or efforts to prevent, educate, or train involved parties related to OUI crimes. The program must have the approval and support of the agency's Board of Directors, or agency leadership (for public agencies) in applying for DDTF funding.

Successful applicants must abide by the programmatic and fiscal requirements set forth in this RGA and the provisional edition of the DDTF Policies & Procedures Manual. Applicants are strongly encouraged to read all documents thoroughly prior to preparing your application, and ask questions during the open question and answer period.

## **Funding Goals:**

MOVA is seeking to fund prevention, education, and training service (PET) programs. PET programs will focus on providing information that will help to prevent OUI from occurring; educate various target audiences about the dangers and consequences of OUI; and train personnel who will be involved in assisting victims after and OUI. Programs may receive up to, but will not exceed, one year of funding for this programming. PET programs may apply for funding for first time offender programs (i.e. below legal drinking age) but not repeat or perpetual offenders.

As an example, MOVA is seeking to fund the following types of projects:

- *Public Awareness* via cable, web, and other technology to educate about the dangers of OUI;
- *Youth Peer-to-Peer Programs* to educate teenage drivers about the consequences of substance abuse impaired driving
- *Programs* designed to diminish recidivism by exposing youth to the real-life consequences of bad driving decisions\*
- *Training* for those who respond directly to victims and survivors of OUI crashes, such as police officers, victim support workers, and other emergency services personnel

## **Available Funding**

For FY19, MOVA anticipates making approximately \$200,000.00 available to eligible and allowable programming. FY19 DDTF PET awards will be awarded for one-year, and will run from July 1, 2018 – June 30, 2019. Funding for these awards will be supported via the Drunk Driving Trust Fund.

## **Drunk Driving Trust Fund Victim Services (DDTF VS)**

Programs with a history of receiving or who are interested in providing victim services to victims of drunk or drugged driving are encouraged to apply to the FY19 Victims of Crime Act (VOCA) open bid, as it replaces the

historically separately procured DDTF VS grant.

### **Matching Requirement**

There is no match requirement required for DDTF PET grant applications.

### **Method for Cost Reimbursement**

**DDTF grants are cost reimbursement.** Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants must have sufficient funds on hand to support the project without a cash advance. **Reimbursements will be made only for costs included in the approved program budget, and only after the approved costs are incurred and expensed.** Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

# Application Process

## Register on COMMBUYS

COMMBUYS, the Commonwealth's Procurement system will be utilized for posting the application, questions, and ultimately the awards related to this procurement. Any interested applicant considering applying for DDTF funds is encouraged to register on COMMBUYS as a "Seller". Information regarding registration and training can be found at: <http://www.COMMBUYS/training-and-registration.html>

## Intent to Apply

All applicants are strongly encouraged to submit a letter of intent for each program by **December 20, 2017**. Failure to do so may impact the review process. The form can be found on [COMMBUYS](#). A hard copy original is not required. Confirmation of receipt will be sent via e-mail to the program contact listed on the form.

## Timeline

November 16, 2017	Anticipated Date, Release of Request for Grant Applications on <a href="#">COMMBUYS</a>
December 4, 2017	Bidders' Conference 11am-12pm (non-mandatory, webinar)
<b>December 20, 2017</b>	<b>Intent to Apply Form due</b>
January 5, 2018	Deadline to submit written questions regarding RGA Answers to question will be posted on <a href="#">COMMBUYS</a> on or before January 9, 2018
<b>January 16, 2018</b>	<b>Electronic Grant Submission Deadline 5:00 p.m.</b>
<b>January 17, 2018</b>	<b>Postmark Deadline for Hard Copy Submission</b>
March 28, 2018	Pending Victim & Witness Assistance Board Meeting: Vote on DDTF PET awards
July 1, 2018	Start date for FY19 DDTF PET grant
June 30, 2019	End date for FY19 DDTF PET grant

***Note: Timeline is subject to change at the discretion of MOVA and/or the Victim and Witness Assistance Board.***

## Bidders' Conference

There will be a non-mandatory bidders' conference webinar on **December 4, 2017 from 11am-1pm**. While not mandatory, applicants are strongly encouraged to attend, and **MUST** use the following link to register and obtain information on joining the webinar <https://attendee.gotowebinar.com/register/8429968131057390850>. Applicants are also encouraged to submit questions as detailed in the section below.

## Questions/Technical Assistance

Kristen Tavano, Senior Grant Procurement Manager is the designated Procurement Team Leader for this RGA. Applicants may submit written questions about the RGA or Policies and Procedures until January 5, 2018. Questions should be faxed to 617-586-1341 or e-mailed to [kristen.tavano@state.ma.us](mailto:kristen.tavano@state.ma.us). Answers to all questions received will be posted on COMMBUYS and [www.mass.gov/mova](http://www.mass.gov/mova) on or before January 9, 2018. **In order to abide by the Commonwealth's Procurement Policies and Procedures, only written questions will be permitted.**

*Any amendments, cancellations, or corrections and clarifications to this RGA will be made by the Procurement Team Leader. Notifications will be posted on COMMBUYS, and sent via e-mail to applicants intending to apply.*

# Application Instructions

All applicants are required to use the PDF application provided by MOVA. This application is fillable and progress can be saved. It is the responsibility of the applicants to ensure that they have downloaded the appropriate software to fill out this application. The software can be found at: [Adobe Reader](#)

Applicants who are applying for funds for more than one program within their agency are to complete an application for EACH program.

## Documents for Application Submission:

**This section (A-G) will be completed once for each program.**

Forms are available on [COMMBUYS](#) and [www.mass.gov/mova](#).

### A. PDF application

#### Section I.

##### Agency Information and Eligibility Requirements

Complete this section with the contact information for the program's parent agency, including the legal name, current address, phone number, e-mail address, and leadership contact.

##### Proposed DDTF Program and Program Contact Information

Write a brief program summary that outlines the free services proposed to be supported by DDTF PET funding. Include the population and geographic region to be served, and any unique service capacity such as language capacity or specialized project to be offered. Do not include other activities offered by your organization that would not be supported by the DDTF grant. Keep your summary brief, and in the present tense (i.e. "provides" instead of "will provide"). Note that you will be limited to the text box itself.

All contact information must be provided for the individuals who will be the programmatic contact (such as a Director or a Program Coordinator) and fiscal contact (such as a CFO or a Controller) for the DDTF-funded program.

#### Section II.

##### Program Details

Indicate the applicant organization type, services provided, a list of organizations with whom your program collaborates, crime categories and counties served. Provide the total amount of funding that is currently allocated to this program.

#### Section III.

##### Program Narrative

Respond to the following questions. Note that you will be limited to the text box itself.

1. Detail your agency's history of providing victim services. Include mission, length of operation, geographic region served, and current services provided.
2. Provide an overview of the PET program or project, the activities that will be implemented, and the project's catchment area and anticipated participant population. If the program/project has previously occurred, include information on its effectiveness.
3. Identify the need for PET program/project proposed in question 2. Be specific through inclusion of demographics, using the most recent data available and comparison data, if available.
4. Explain what the intended outcomes or results for this project are, including the intended impact on the target audience, how the effectiveness of the project will be measured, and why the project or program should be funded.
5. Additional details regarding the program/grant application. (not scored)

## B. Interim Logic Model

Applicants will use the logic model to describe proposed DDTF PET funded activities. If awarded funding, successful applicants will revise and enhance the provisional logic model during the contracting process. Include the following information:

- *Inputs/Resources* – resources that are being invested in the program/project.
- *Activities* – actions or events that the program/project does with the resources provided.
- *Outputs* – products that result from those activities and who will be included in them.
- *Projected outcomes* – both short and long term changes in behavior or knowledge as a result of the program/project. Short-term outcomes are immediate, measurable results of the activity that are typically presented in less than 2 years, and long-term outcomes are intended project results in the future (i.e. 4 to 5 years, or more).

## C. FY19 Grant Funding Request Form and Narrative

For each line item, it is required that a budget narrative is completed to justify and explain all costs in full detail. Review the effective version of the DDTF Policies & Procedures, PET allowable costs, for more information on the allowable costs within each category.

## D. Paid PET Staff: Job Descriptions and Resumes

Any personal or identifying information, beyond the employee's name, **should** be redacted from these documents. All applications become public documents after funding decisions are made. Applicants must provide a one-page job description for each proposed DDTF-funded position. Describe only the activities funded through DDTF funds. Staff titles must match those titles listed in the narrative, logic model, and funding request. The qualifications, lines of supervision, work hours and job activities should be clearly defined. The job descriptions will become part of the grant. If available, place the corresponding resume after each job description.

## E. Support Letters and MOUs

### Letter from Agency Leadership

Submit a letter written and signed by the President or Chair of the Board of Directors, or in instances where there is not a Board, a letter from the agency head, that indicates support for the application submittal, and that the applicant agrees to abide by all terms and conditions of the DDTF program and any modifications or additional requirements that may be imposed by law.

### Letters of Support/MOUs

Submit a minimum of two letters of support from within the catchment area the applicant intends to serve. No more than four letters will be read. *Non-profit programs* must obtain letters of support from at least one criminal justice or law enforcement agency within their stated catchment area, which may include a DA's Office, police department, court personnel, judges, parole, probation, etc. *Public agencies* must obtain letters of support from at least two other programs, one of which is from a non-profit or non-criminal justice agency, which serve victims within their jurisdiction. The letters should directly address DDTF funded activities and **must** be written in the current year.

A Memorandum of Understanding (MOU) may be submitted in place of a required letter but must include: 1) description of partner agencies; 2) history of relationship; 3) roles & responsibilities of each, including resources each partner will contribute to the project, agreed upon geographic service delivery area, and individuals responsible for implementing the project; and 4) commitment to partnership, and length of agreed upon partnership. If your agency is applying for funding for services that will rely on a partnership with another DDTF applicant, submittal of an MOU is highly recommended.



## **F. Organizational Questionnaire**

Submit form addressing questions based on applicant agency (if submitting multiple applications, you must submit this form with each application).

## **G. DDTF Program Organizational Structure Charts**

Applicants must provide an organizational chart for each program that uses DDTF-funded staff. Indicate all DDTF program positions on the organizational chart, including paid and unpaid/volunteer staff. Applicants do not need to put every unpaid/volunteer position on the chart, but do need to indicate the approximate number of unpaid/volunteer staff and where they fit into the agency structure. The organizational chart for the DDTF program must delineate the total hours that the direct service staff are employed, and the funding sources that support the staff time. (For example, Jane Smith, Rape Crisis Counselor, 40 hrs/wk - .5 FTE DDTF/.5 FTE DPH).

### **Attachments - Required:**

Forms are available on [COMMBUYS](#) and [www.mass.gov/mova](http://www.mass.gov/mova)

**This section (H-I) will only be completed once.**

## **H. Contractor Authorized Signatory Listing Form**

All applicants must complete the Contractor Authorized Signatory Listing Form, which identifies the individual(s) authorized to sign contracts for the organization. Applicants may authorize multiple signatories for the organization. The authorized signatory on application must be identified on this form. State agencies are also required to submit this form.

## **I. Agency Organizational Structure Chart**

Applicants must provide a chart of the agency's current administrative structure, indicating where the existing DDTF program(s) fits into the agency and direct lines of supervision.

# Grant Application Submission

**Electronic applications are due no later than 5:00pm on January 16, 2018.**

**Hard copy applications MUST be postmarked no later than January 17, 2018.**

*Final decisions to extend or waive deadline requirements due to extraordinary circumstances (such as the closure of state government due to inclement weather conditions, strikes, or unforeseen circumstance) may warrant an exception, which will be communicated by MOVA. Individual applications received after the submission deadline will be deducted points from their overall score.*

Send applications to:

Massachusetts Office for Victim Assistance

One Ashburton Place, Room 1101

Boston, MA 02108

Attn: Kristen Tavano, Senior Grants Procurement Manager

Applicants will submit their application by utilizing two methods;

## **1. Hard Copy**

A printed copy of all application documents and required attachments must be submitted either via U.S. Post Office, UPS, FedEx or hand delivery to MOVA. All original documents that require a “wet/blue ink” signature must be sent as part of the application, MOVA retains all original documents as part of the application file. Only original applications with original signatures will be accepted.

It is encouraged that if hard copy applications are sent using a U.S. Post Office, UPS, or FedEx that a tracking number is obtained and used for your submission. These tracking numbers can be shared with the Procurement Team Leader.

## **2. Electronic Format**

Applicants must submit all documents as separate attachments. The PDF grant application and grant funding request forms are fillable and can be saved. It is strongly encouraged that applicants save their progress as they complete their applications. Application documents created by MOVA must be received in their respective formats (PDF) and cannot be accepted in an alternative format i.e. scanned copies. Electronic signatures are required. Applicants may use read receipts to ensure delivery of applications.

Application documents must be e-mailed to: [MOVAGrants@state.ma.us](mailto:MOVAGrants@state.ma.us)

Ensure that attachments are labeled correctly, clearly identifying whom they are from and what the document is. MOVA recommends using the following example as a proper attachment label:

- *Example 1:* 2019DDTFPET\_Application\_AgencyName
- *Example 2:* 2019DDTFPET\_FundingRequestForm\_AgencyName

## **Evaluation Criteria**

MOVA will conduct a preliminary review of applications to ensure eligibility. Those applications that do not meet all of the eligibility requirements as outlined may not be funded.

MOVA will make a best value determination and reserves the right to negotiate budgets with successful applicants. Additionally, funding will be approved based on demonstrated need, justification for request, and current funding available.

The following areas will be considered when reviewing applications:

- Has applicant provided a complete application, including a detailed program narrative and funding request, which outlines DDTF PET allowable services?

- Has applicant provided an overview of the proposed program and identified the need for this program through specific data?
- Has applicant identified the intended outcomes for the proposed program, including how the effectiveness of the program will be measured?

### **Debriefing Procedures:**

Unsuccessful applicants may request a debriefing from MOVA. To request a debriefing, the agency must contact the Procurement Team Leader in writing or via e-mail. Requests for debriefing must specify which grant the debriefing is referring to and be received within 14 days of the award vote by the VWAB. The Procurement Team Leader will schedule a mutually convenient time to meet, in person or via conference call. A debriefing presents an opportunity for the unsuccessful applicant to ask questions regarding the evaluation of its response and the review process overall. Debriefings are forums in which areas of weakness or non-compliance in the applicant's application can be identified and discussed, along with suggested improvements for future applications. Unsuccessful applicant aggrieved by the decision of a department must participate in a debriefing as a prerequisite to an administrative appeal.



If selected for a DDTF award, a copy of the Standard Contract Form will be e-mailed to the Executive Director of your agency and copied to the identified Contract Manager in your grant, and must be signed before the deadline in order to enter into a contract with the Commonwealth. By signing this form, the Contractor agrees to comply with all applicable Massachusetts and federal laws and regulations and to perform the contract in accordance with the Commonwealth Terms and Conditions for Human and Social Services.

The applicant may not alter this RGA or its components except for those portions intended to collect the bidder's response. Modifications to the body of the RGA, application, specifications, terms and conditions, or any other documents that would change the intent of this RGA are prohibited. Any modifications other than those made where the applicant is prompted for a response will disqualify the response.

Applications are expected to be complete upon submittal. MOVA reserves the right to deny review of an incomplete application. Review the Checklist carefully to ensure that required information is not omitted from the application. Do not submit any materials that are not requested, as they will not be considered.